



**CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION**

2601 E Sunset Road
Las Vegas, NV 89120
(702) 455-8200
www.clarkcountynv.gov

Part-Time Employment

For the position of: Program Assistant for Year Round Track Break Program

Location: Desert Breeze Community Center

Michaelyn Jones, Recreation Specialist II
8275 Spring Mountain Road, Las Vegas, NV 89117
(702) 455-8335 Phone / (702) 455-1918 Fax
micjones@clarkcountynv.gov

SALARY

\$8.25 - \$9.00 Hourly

OPENING DATE: December 1, 2013

CLOSING DATE: Continuous

ABOUT THE POSITION:

Employee will be responsible for supervision of children ages 6-12 in an active recreation program. Staff will be responsible for facilitating recreational activities including group games, sports, arts & crafts, serve as a positive role model for program participants, promote and ensure center/departments policies and procedures are followed, and attend mandatory staff meetings/trainings.

Part-time employment will not lead to permanent employment. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Part-time employees do not receive benefits.

OF VACANCIES: 5

MINIMUM REQUIREMENTS

Education and Experience: Applicant must have a high school diploma or equivalent and have previous experience leading children in a recreational or educational setting.

Preferred Qualifications: College courses in Recreation and/or Education is preferred.

Licensing and Certification: First Aid, CPR, and AED certification required.

Working Conditions: This position may work mornings and afternoons. RecTrek program hours are Monday-Friday from 7am –6 pm. Shifts may begin as early as 6:45am and end no later than 6:30pm.

Background Investigations: Employment is contingent upon the results of a background investigation.

APPLICATION PROCESS:

Applications can be picked up at any Parks & Recreation facility or can be downloaded at <http://www.accessclarkcounty.com/depts/parks/Documents/Application.pdf>.

Clark County Is An Equal Opportunity Employer

04/09